

# Mailing Prints of your Photos



Once you have completed the Soil measurements at your Study Site, **go to the Data Entry pages on the web at [www.globe.gov](http://www.globe.gov)**. Define the Study Site (if you have not already done so) and then enter the MUC code and any other data.

If you are submitting **prints of regular photos**, have two sets of prints developed. Retain one set of print copies for your school and send the other to GLOBE. Now you are ready to submit your photos, just follow the instructions below for labelling the photos and then mail your photos to this address:

GLOBE Student Data Archive  
NOAA/NGDC E/GC 1  
325 Broadway  
Boulder, Colorado, USA 80303

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## Required Photo Information

Each time you submit data please make sure that your message contains:

- School name
- Schoolid
- Site name
- Coordinates of this site
- GLOBE protocol name

If possible please include a photocopy of the data entry sheet for that study site.

For **each picture** we require the following information:

- Schoolid
- Site name (We find it useful if you include the site type codes like SCS-02)
- Date & time (UTM)
- Anything else you think is important

We find it easiest if you can write this information on the back of each picture. That way it can never get lost.